

~~ADMINISTRATIVE INTERNAL USE ONLY~~

OC/OL/IMC-M83-44

8 August 1983

MEMORANDUM FOR: Executive Assistant, D/CO

STAT FROM:

[redacted]
Chief, Information Management Center, OC/OL/IMC

SUBJECT: OC/OL/IMC Monthly Report-July 1983

STAT 1. Operational Activities

- [redacted]
- o On 18 July a representative from Cable Secretariat, OC was temporarily assigned to OC/OL/IMC to review and modify the CDS profiles for OC and OL. This assignment should cover a 4-6 week period.
 - o OC/IMC forwarded 46 cubic feet of record material for deposit in the records center. An additional 89 cubic feet of non-record or duplicate material was destroyed.
 - o During this reporting period the OC/OL/IMC Publications Unit published the following items:

- STAT [redacted]
- STAT
- o On 15 July 1983, Office of Communications approved sharing of the cost with Office of Logistics of [redacted] for housing of a Lazer printer in the Data Access Center. Planned installation is October 1983.

~~ADMINISTRATIVE INTERNAL USE ONLY~~

ADMINISTRATIVE-INTERNAL USE ONLY

2. Training

- o [] attended the Management of Records and Information - 25-29 July sponsored by G.S.A..

3. Personnel

- o [] was reassigned to OIS, effective 1 August 1983.

[] was reassigned to OT&E, effective 1 August 1983.

[] was reassigned to OSO, effective 1 August 1983.

4. WANG

- o On 14 July, representatives from ODP and bidding contractors conducted a survey for OC [] in preparation for the installation of cables for the Wang Alliance System.

- o On 13 July 1983, the second meeting of the Agency Wang Users Group (AWUG) was scheduled. Representatives from Wang Laboratories briefed on hardware, software, future modifications, training and maintenance. Elections of officers took place; [] was elected Chairperson and [] Vice-Chairperson for a one year period.



ADMINISTRATIVE-INTERNAL USE ONLY